

Course Name**Sage 50 Payroll Beginner****Course Duration****One or Two Days**

depending on current knowledge

Course Objectives

This course has been designed to give first time or recent users the skills they need set up a system. The course is 100% hands-on, with exercises to help delegates practice the new skills they learn.

Course Content

- Before You Start
- Important Information
- Program Basics
- Backing Up & Restoring Data
- Payroll Basics
- Company Settings
- Government Legislation
- Introduction to Pension Schemes
- Pay Elements
- Adding Existing Employees
- Adding New Employees
- Employee Records
- Editing Employee Records
- The Processing Date
- Entering Payments (Month 10)
- Pre-Update Reports
- Updating Records
- New Employee Hourly Rate
- Manual SSP Calculations
- Process, Update & Reset Payments (Month 11)
- A New Employee Paid Weekly
- Process & Update (Week 50)
- An Employee Leaves
- Payment by BACS
- Process & Update (Week 51)
- Process & Update (Month 12 & Week 52)
- More Reports & Historical Data
- Year-End Procedures

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed. Some knowledge of payroll principles would be useful.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**